

## CONTACT PURCHASING

### Purchasing Customer Service

Phone: 425-388-3344 Fax: 425-388-3931

Email: [purchasing@snoco.org](mailto:purchasing@snoco.org)



### Physical Location

3000 Rockefeller Ave.  
Robert J. Drewel Building  
(East Admin. Bldg.)  
6<sup>th</sup> Floor, Ste. 6B10  
Everett, WA 98201

### Mailing Address

3000 Rockefeller Ave.  
M/S 507  
Everett, WA 98201-4046



### Business Hours

Monday - Friday  
8 a.m. - 4:30 p.m.  
(Excluding Holidays)

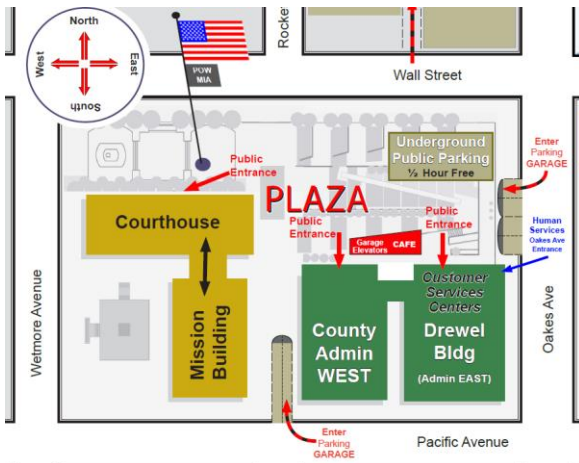
### Purchasing Professionals

Don Wolfe, Contracting Officer [dwolfe@snoco.org](mailto:dwolfe@snoco.org)

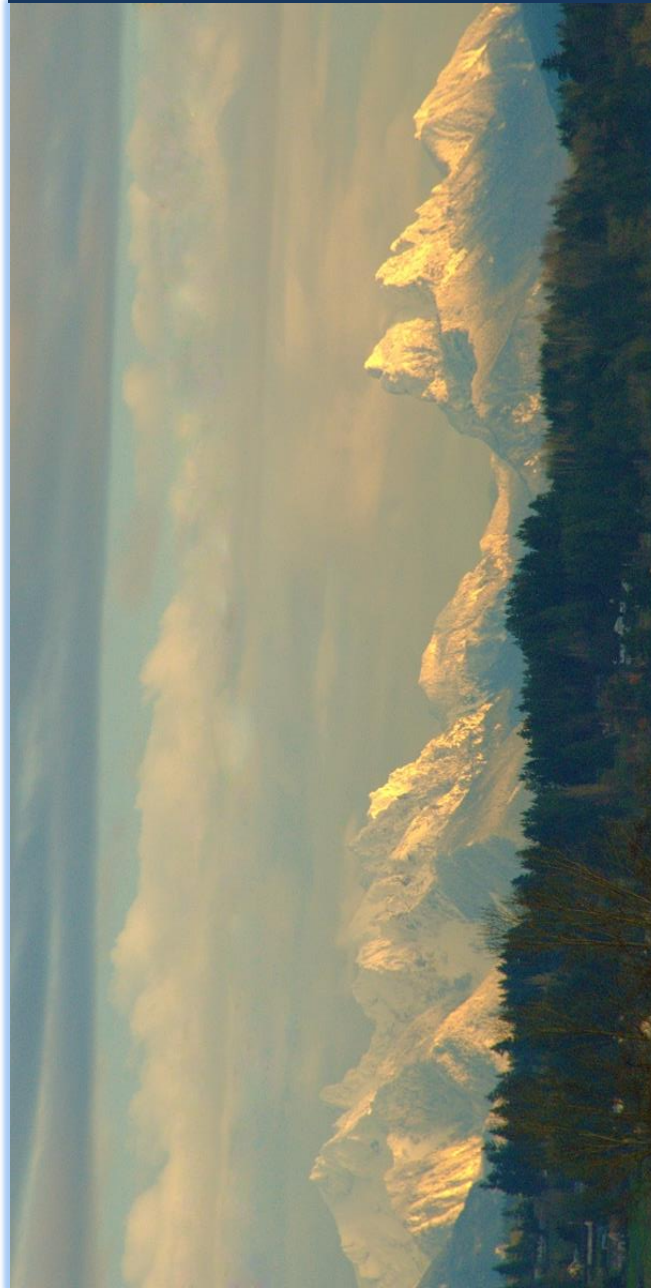
Sue Ryan, Buyer II [susan.ryan@snoco.org](mailto:susan.ryan@snoco.org)

Shannon Barker, Buyer I [shannon.barker@snoco.org](mailto:shannon.barker@snoco.org)

Heather Costello, Buyer I [heather.costello@snoco.org](mailto:heather.costello@snoco.org)



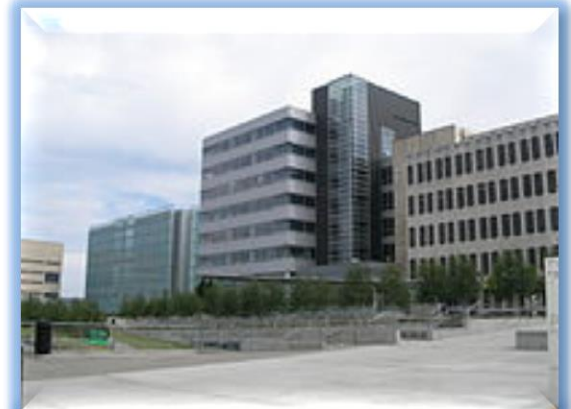
## SNOHOMISH COUNTY WASHINGTON



ENOY THE VIEW

## DOING BUSINESS

## SNOHOMISH COUNTY WASHINGTON



**Purchasing Division**  
**3000 Rockefeller Avenue**  
**6<sup>th</sup> Floor, Robert J. Drewel Building**  
**Everett, WA 98201**  
**(425) 388-3344**

[snohomishcountywa.gov/purchasing](http://snohomishcountywa.gov/purchasing)

or

[snohomishcountywa.gov](http://snohomishcountywa.gov)

("Doing Business", "Bid Opportunities")

# SNOHOMISH COUNTY WASHINGTON

*This brochure is provided to acquaint potential suppliers with the different ways of doing business with Snohomish County.*

## **Business Relations**

**The Purchasing office is the single point of contact for suppliers who would like to do business with Snohomish County.** We will answer all of your questions and provide relevant information. Our goal is to establish positive business relationships with suppliers/contractors, and work as partners to achieve the common goal of satisfying supply, equipment, and service needs of County departments.

Schedule an Appointment  
[purchasing@snoco.org](mailto:purchasing@snoco.org)

Visit our Web Site  
[www.snohomishcountywa.gov](http://www.snohomishcountywa.gov)  
"Doing Business" "Bid Opportunities"

Drop In  
during "open hours"  
(see website for details)

*VISIT*



Lake Ketchum

## **Become a Registered Vendor**

The Purchasing Division maintains a Subscriber List which is used to identify potential suppliers for a wide range of commodities and services.

With a valid e-mail account you can subscribe online using the link below. Our "Notify Me" system allows you to manage your own account for categories offered and the system will notify you of possible opportunities within your chosen categories.

[snohomishcountywa.gov/list.aspx](http://snohomishcountywa.gov/list.aspx)

A Snohomish County Registered Vendor List is also maintained by Public Purchase. (see "Advertising" for link)

## **Small Works Roster**

A Shared Small Works Roster (small construction projects), which is maintained and administered by the Municipal Research and Service Center (MRSC), is utilized by the County.

## **Professional Services**

These contracts are awarded through a selection process by one of the following methods; RFP/RFQ, a Shared Consultant Roster maintained and administered by MRSC, or the County's own On-Call.

If your firm wishes to be included on the Shared Small Works or Consultant rosters, please go to the MRSC website at: [mrscrosters.org](http://mrscrosters.org)

*TAKE A RIDE*



Evergreen State Fairgrounds

## **Equal Opportunity**

Snohomish County encourages all small businesses, minorities, women-owned, disadvantaged, and veteran-owned businesses to participate in its contracting and purchasing opportunities.

## **Advertising**

Formal solicitations are advertised in the legal section of The Everett Herald and many projects are also advertised in the Daily Journal of Commerce. In addition, the latest list of bids and RFP/RFQs can be found on-line at:

[snohomishcountywa.gov/bids](http://snohomishcountywa.gov/bids)

Plans and specifications for projects involving public work may be reviewed at Builders Exchange of Washington: [bxwa.com](http://bxwa.com)

## **Environmentally Preferable Purchasing (EPP)**

Snohomish County includes environmental considerations in our procurement decisions, along with our traditional concerns with price, performance and availability.

Our EPP Policy helps Snohomish County remain fiscally responsible while promoting practices that improve public health and safety, reduce pollution, increase sustainability and conserve natural resources.

*RELAX*



Jim Creek Bridge